

Minutes of The Annual Meeting of Haresfield Parish Council held on Monday, 22nd May 2023
7:30pm in Haresfield Village Hall

- 1. Appointment of temporary Chair of the meeting:** To nominate and elect a temporary Chair. Cllr John Hunt was nominated temporary Chair. Nominated by N Ford, Seconded by U Jeakins
- 2. Elect a Chair of the Council:** Decision taken to nominate a chair for each meeting, as no councillor standing for Chair
- 3. Elect a Vice Chair of the Council:** Cllr Nicky Ford was nominated by U Jeakins, Seconded A White.
- 4. Declaration of Acceptance of Office:** Cllr Nicky Ford swore her declaration of acceptance of office
- 5. Apologies:** District councillor Mark Ryder, County councillor Stephen Davis, Jane Triber
- 6. Report from District Councillor:** Cllr Ryder:
- 7. Report from County Councillor:** Cllr Davies: none received
- 8. Report from Village Hall committee**

VHC asked for clarification about VAT claims. Clerk explained that this can only be done annually. VAT reclaim has just been done at beginning of 2023, so next claim will be submitted in Dec and the money will be received in 2024. PC has received the full grant and has made the payment for the village hall cladding, and will submit the VAT claim for this at the end of this year.

VHC made a donation to the Cricket Club for the use of their facilities, temporary drinks license and prizes for competitions for the Coronation celebrations.

VHC notes the loss of the Brownies' rental of VH, however jazz rehearsal group rental is a good contributor to VH finances. A new lawn mower has been kindly donated by Tina? Alan White has serviced the mower. PC and VHC are extremely grateful to them both.

VHC has plans to advertise the VH – advert to be placed in the Herald and it is proposed to advertise the space in suitable publications of nearby communities.
- 9. Register of Members' Interests:** Clerk reported that Register of Interests for all councillors are current and submitted to SDC.
- 10. Code of Conduct:** Clerk shared document with PC for possible adoption at next meeting. Councillors to consider and feed back to Clerk.
- 11. Position of Clerk / RFO:** clerk to remain on salary scale as determined by SLCC.

In accordance with Standing Order 5j the Council considered the following business:
- 12. Review of delegation arrangements to committees, sub committees, staff and other local authorities.**

None in place.
- 13. Review and approval of the terms of reference for committees.** HPC currently has no committees.
- 14. Appointments of members to committees.** HPC currently has no committees.
- 15. Appointment of any new committees.** It was unanimously resolved that no committees be created.
- 16. Review and adoption of Standing Orders.** Reviewed, no changes.
- 17. Review and Adoption of Financial Regulations.** Reviewed, no changes.
- 18. Review of arrangements with other local authorities:** None.
- 19. Review of representation on or work with other external bodies and arrangements for reporting back**

reviewed and accepted current way of working.
- 20. Review of representation on or work with other external bodies and arrangements for reporting back.**

None.
- 21. Review of inventory of land and assets including buildings and equipment.** This will be reviewed as part of the recently submitted annual return.
- 22. Confirmation of Insurance Cover in respect of all insured risks.** In accordance with the agreement made at the 2018 annual parish council meeting the current policy was taken for a five-year period, to be reviewed in 2023. Clerk to obtain three quotes for renewal at September 23 meeting.

Review and approval of subscriptions to other bodies. Subscriptions, payable by standing order, were agreed to GAPTC. Donations are agreed to CAB, CPRE and the Gloucestershire Wildlife Trust.

23. Review and approval of the Council's complaints procedure. If a complaint is received regarding the chair or vice chair, it will be dealt with by the clerk in accordance with advice from GAPTC. Code of conduct complaints are dealt with by SDC.
24. Review and approval of the Council's procedure for handling requests under the freedom of information Act 2000. It was noted that the council did not have a procedure, but should a request be received it be dealt with by the clerk with reference to chair or vice chair.
25. Review and approval of the Council's procedure for handling requests under the Data Protection Act 2018. Any request received to be dealt with by the Chair or vice chair.
26. Review and approval of the Council's policy for dealing with the press / media. It was noted that the council did not have a policy, but correspondence to be dealt with by the chair or vice chair.
27. Any likely bias or conflict of interests regarding 23-26 above, advice to be sought from GAPTC.
28. Review and approve the time and place of Ordinary meetings of the Council up to and including the next annual meeting of the Council. It was agreed that meetings will take place on the last Monday of the month, with the exception of bank holidays. No meeting to be held in August or December. Meeting dates were determined thus and to be published on the parish council website and the PC notice board.
29. **Declaration of general power of competence.** The council resolved that it meets the criteria for eligibility relating to the electoral mandate and relevant CiLCA qualification held by the clerk. Councillors agreed to declare the general power of competence, such power to be reviewed following each election.
30. **ANNUAL GOVERNANCE AND ACCOUNTABILITY:**
 - i. Review and approval of Annual Governance Statement completed.
 - ii. Review and approval of Accounting Statements carried forward to June PC meeting.
31. **Correspondence:** Further correspondence from Mr Roger Cowburn informing the PC of the content of his most recent email to BT openreach/payphones, has been received.
32. **Clerks report & finance:** The VAT reclaim totalling £1001 has been received. Accounting statements are being prepared for final submission to the auditor. The 2022/2023 AGAR was presented, agreed and signed.

M J King

Madeleine J King, CiLCA. Clerk/RFO to Haresfield Parish Council

The meeting closed at 9.05 pm

Date of next meeting: Monday June 26th 2023